

ADMINISTRATIVE RECORD

**MORROW DEVELOPMENT CORPORATION
CONSOLIDATED REQUEST FOR REVIEW
MARCH 12, 2009**

March 12, 2009

Cynthia B. Schultz
Direct: 202-457-6343
cschultz@pattonboggs.com

VIA ELECTRONIC FILING

Ms. Marlene Dortch
Secretary
Federal Communications Commission
445 12th Street SW
Washington, DC 20554

**Re: Appeal of USAC Notification of Commitment Adjustment Letters
Consolidated Request for Review
CC Docket No. 02-6**

Service Provider:	Morrow Development Corporation
Service Provider Identity No.:	143023033
Billed Entity Name:	Morrow County School District
Billed Entity Number:	145127
FCC Registration Number:	0009952078
Form 471 App. Numbers:	361855, 366035, 413243
Funding Request Numbers:	980359, 994429, 1135124

Dear Ms. Dortch:

Morrow Development Corporation ("MDC"), acting through counsel, pursuant to Sections 54.719-54.721, of the Commission's rules, hereby files this Consolidated Request for Review ("Appeal"), seeking review of the adverse decision of the Administrator of the Universal Service Administrative Company ("USAC"), denying MDC's funding requests for Funding Years 2003 and 2004.¹ See Exhibit 1.

On January 15, 2009, USAC's Schools and Libraries Division ("SLD") issued three Notification of Commitment Adjustment Letters ("COMADs") for the FCC Forms 471 listed above to MDC and

¹ 47 C.F.R. §§ 54.719-54.721.

FCC
Page 2

to Morrow County School District ("MCSD"). The COMADs rescinded SLD's funding commitments in full for the above referenced FRNs.

On February 11, 2009, MCSD filed a placeholder Appeal with the Federal Communications Commission. A copy of that placeholder Appeal is attached hereto. *See* Exhibit 2.

Because MDC only recently engaged our firm to represent it on this matter, and in order to preserve MDC's right of appeal, we are filing this placeholder Appeal.² We will supplement this Appeal at a future date with a full discussion of the facts, MDC's position and supporting arguments.

Sincerely,



Cynthia B. Schultz
Counsel to Morrow Development Corporation

CBS:hmc

² 47 C.F.R. § 54.720(a).

EXHIBIT 1

**Notification of Commitment Adjustment Letter
Funding Year 2003: 7/01/2003 - 6/30/2004**

January 15, 2009

**Eileen Hendricks
Morrow Development Corp
P. O. Box 200
Boardman, OR 97818**

**Re: SPIN: 143023033
Form 471 Application Number: 361855
Funding Year: 2003
FCC Registration Number
Applicant Name: MORROW COUNTY SCHOOL DIST 1
Billed Entity Number: 145127
Applicant Contact Person: TAMI SNEDDON**

Our routine review of Schools and Libraries Program funding commitments has revealed certain applications where funds were committed in violation of program rules.

In order to be sure that no funds are used in violation of program rules, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) must now adjust the overall funding commitment. The purpose of this letter is to make the adjustments to the funding commitment required by program rules, and to give you an opportunity to appeal this decision. USAC has determined the service provider is responsible for all or some of the program rule violations. Therefore, the service provider is responsible to repay all or some of the funds disbursed in error (if any).

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TO APPEAL THIS DECISION:

If you wish to appeal the Commitment Adjustment Decision indicated in this letter, your appeal must be received or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify the date of the Notification of Commitment Adjustment Letter and the Funding Request Numbers you are appealing. Your letter of appeal must include the Billed Entity Name, the Form 471 Application Number, Billed Entity Number, and the FCC Registration Number (FCC RN) from the top of your letter.
3. When explaining your appeal, copy the language or text from the Notification of Commitment Adjustment Letter that is the subject of your appeal to allow the SLD to more readily understand your appeal and respond appropriately. Please keep your letter specific and brief, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal electronically, please send your appeal to appeals@sl.universalservice.org using your organization's e-mail. If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Dept. 125- Correspondence Unit, 100 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD section of the USAC web site or by contacting the Client Service Bureau at 1-888-203-8100. We strongly recommend that you use the electronic appeals option.

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FUNDING COMMITMENT ADJUSTMENT REPORT

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Schools and Libraries Division
Universal Services Administrative Company

cc: TAMI SNEDDON
MORROW COUNTY SCHOOL DIST 1

A GUIDE TO THE FUNDING COMMITMENT ADJUSTMENT REPORT

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ADJUSTED FUNDING COMMITMENT: This represents the adjusted total amount of funding that SLD has reserved to reimburse for the approved discounts for this service for this funding year. If this amount exceeds the Funds Disbursed to Date, the SLD will continue to process properly filed invoices up to the new commitment amount.

FUNDS DISBURSED TO DATE: This represents the total funds that have been disbursed for this FRN as of the date of this letter.

FUNDS TO BE RECOVERED FROM SERVICE PROVIDER: This represents the amount of improperly disbursed funds to date for which the service provider has been determined to be primarily responsible. These improperly disbursed funds will have to be recovered from the service provider.

FUNDING COMMITMENT ADJUSTMENT EXPLANATION: This entry provides an explanation of the reason the adjustment was made.

**Funding Commitment Adjustment Report
Form 471 Application Number: 361855**

Funding Request Number:	980359
Contract Number:	N/A
Services Ordered:	INTERNET ACCESS
Billing Account Number:	541-989-8202
Original Funding Commitment:	\$1,570,560.00
Commitment Adjustment Amount:	\$1,570,560.00
Adjusted Funding Commitment:	\$0.00
Funds Disbursed to Date:	\$1,570,560.00
Funds to be Recovered from Service Provider:	\$1,570,560.00

Funding Commitment Adjustment Explanation:

After a thorough investigation, it has been determined that this funding commitment must be rescinded in full. During the course of a review it was determined that the school employee who was involved in determining the services sought by the applicant and the selection of the applicant's service providers is associated with a service provider that was selected. Nate Arbogast, the technology director of the school, is also an employee of the service provider selected to provide services for this FRN. FCC rules require applicants to submit a Form 470 to initiate the competitive bidding process, and to conduct a fair and open process. Neither the applicant nor the applicant's consultant should have a relationship with a service provider prior to the competitive bidding that would unfairly influence the outcome of a competition or would furnish the service provider with "inside" information or allow it to unfairly compete in any way. Since the applicant has engaged in an improper relationship with a selected service provider, which represents the conflict of interests and compromises the competitive bidding process, the commitment has been rescinded in full and USAC will seek recovery of any disbursed funds from the applicant and service provider.

**PLEASE SEND A COPY OF THIS PAGE WITH YOUR
CHECK TO ENSURE TIMELY PROCESSING**

JAN 20 2009

Eileen Hendricks
Morrow Development Corp
P. O. Box 200
Boardman, OR 97818

AR0009

Notification of Commitment Adjustment Letter
Funding Year 2003: 7/01/2003 - 6/30/2004

January 15, 2009

Eileen Hendricks
Morrow Development Corp
P. O. Box 200
Boardman, OR 97818

Re: SPIN: 143023033
Form 471 Application Number: 366035
Funding Year: 2003
FCC Registration Number
Applicant Name: MORROW COUNTY SCHOOL DIST 1
Billed Entity Number: 145127
Applicant Contact Person: TAMI SNEDDON

Our routine review of Schools and Libraries Program funding commitments has revealed certain applications where funds were committed in violation of program rules.

In order to be sure that no funds are used in violation of program rules, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) must now adjust the overall funding commitment. The purpose of this letter is to make the adjustments to the funding commitment required by program rules, and to give you an opportunity to appeal this decision. USAC has determined the service provider is responsible for all or some of the program rule violations. Therefore, the service provider is responsible to repay all or some of the funds disbursed in error (if any).

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1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
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The SLD is also sending this information to the applicant for informational purposes. If USAC has determined the applicant is also responsible for any rule violation on these Funding Request Numbers, a separate letter will be sent to the applicant detailing the necessary applicant action.

Please note that if the Funds Disbursed to Date amount is less than the Adjusted Funding Commitment amount, USAC will continue to process properly filed invoices up to the Adjusted Funding Commitment amount. Please note the Funding Commitment Adjustment Explanation in the attached Report. It explains why the funding commitment is being reduced. Please ensure that any invoices that you or the applicant submit to USAC are consistent with program rules as indicated in the Funding Commitment Adjustment Explanation. If the Funds Disbursed to Date amount exceeds the Adjusted Funding Commitment amount, USAC will have to recover some or all of the disbursed funds. The Report explains the exact amount (if any) the service provider is responsible for repaying.

Schools and Libraries Division
Universal Services Administrative Company

cc: TAMI SNEDDON
MORROW COUNTY SCHOOL DIST 1

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FUNDING COMMITMENT ADJUSTMENT EXPLANATION: This entry provides an explanation of the reason the adjustment was made.

**Funding Commitment Adjustment Report
Form 471 Application Number: 366035**

Funding Request Number:	994429
Contract Number:	N/A
Services Ordered:	INTERNAL CONNECTIONS
Billing Account Number:	541-989-8202
Original Funding Commitment:	\$6,277.50
Commitment Adjustment Amount:	\$6,277.50
Adjusted Funding Commitment:	\$0.00
Funds Disbursed to Date:	\$6,277.50
Funds to be Recovered from Service Provider:	\$6,277.50
Funding Commitment Adjustment Explanation:	

After a thorough investigation, it has been determined that this funding commitment must be rescinded in full. During the course of a review it was determined that the school employee who was involved in determining the services sought by the applicant and the selection of the applicant's service providers is associated with a service provider that was selected. Nate Arbogast, the technology director of the school, is also an employee of the service provider selected to provide services for this FRN. FCC rules require applicants to submit a Form 470 to initiate the competitive bidding process, and to conduct a fair and open process. Neither the applicant nor the applicant's consultant should have a relationship with a service provider prior to the competitive bidding that would unfairly influence the outcome of a competition or would furnish the service provider with "inside" information or allow it to unfairly compete in any way. Since the applicant has engaged in an improper relationship with a selected service provider, which represents the conflict of interests and compromises the competitive bidding process, the commitment has been rescinded in full and USAC will seek recovery of any disbursed funds from the applicant and service provider.

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**Notification of Commitment Adjustment Letter
Funding Year 2004: 7/01/2004 - 6/30/2005**

January 15, 2009

**Eileen Hendricks
Morrow Development Corp
P. O. Box 200
Boardman, OR 97818**

**Re: SPIN: 143023033
Form 471 Application Number: 413243
Funding Year: 2004
FCC Registration Number
Applicant Name: MORROW COUNTY SCHOOL DIST 1
Billed Entity Number: 145127
Applicant Contact Person: Tami Sneddon**

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Schools and Libraries Division
Universal Services Administrative Company

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MORROW COUNTY SCHOOL DIST 1

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**Funding Commitment Adjustment Report
Form 471 Application Number: 413243**

Funding Request Number:	1135124
Contract Number:	MTM
Services Ordered:	TELCOMM SERVICES
Billing Account Number:	541-989-8202
Original Funding Commitment:	\$758,160.00
Commitment Adjustment Amount:	\$758,160.00
Adjusted Funding Commitment:	\$0.00
Funds Disbursed to Date:	\$758,160.00
Funds to be Recovered from Service Provider:	\$758,160.00

Funding Commitment Adjustment Explanation:

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**PLEASE SEND A COPY OF THIS PAGE WITH YOUR
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EXHIBIT 2

~~DUPLICATE FILE COPY~~ ORIGINAL

WINSTON & STRAWN LLP

214 NORTH TRYON STREET
CHARLOTTE, NORTH CAROLINA 28202-1078

35 WEST WACKER DRIVE
CHICAGO, ILLINOIS 60601-8703

43 RUE DU RHONE
1204 GENEVA, SWITZERLAND

99 GRESHAM STREET
LONDON EC2V 7NG

333 SOUTH GRAND AVENUE
LOS ANGELES, CALIFORNIA 90071-1543

1700 K STREET, N.W.
WASHINGTON, D.C. 20006-3817

(202) 282-5000

FACSIMILE (202) 282-5100

www.winston.com

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118071 MOSCOW, RUSSIAN FEDERATION

200 PARK AVENUE
NEW YORK, NEW YORK 10168-4193

ONE RIVERFRONT PLAZA
NEWARK, NEW JERSEY 07102-5401

25, AVENUE MARCEAU
CS 31621
75773 PARIS CEDEX 16

101 CALIFORNIA STREET
SAN FRANCISCO, CALIFORNIA 94111-5802

WILLIAM M. SULLIVAN, JR.
(202) 282-5744
wsullivan@winston.com

February 11, 2009

VIA COURIER

Marlene H. Dortch, Secretary
Federal Communications Commission
Office of the Secretary
c/o Natek
236 Massachusetts Avenue, N.E., Suite 110
Washington, D.C. 20002

FILED/ACCEPTED

FEB 11 2009

Federal Communications Commission
Office of the Secretary

Re: Appeal of USAC Commitment Adjustment Decisions

CC Docket No. 02-6

Request for Review

Request for Waiver

Applicant Name: Morrow County School Dist 1
Billed Entity Name: Morrow County School Dist 1
Billed Entity Number: 145127
FCC Registration Number: 0012534509
471 Application Numbers: 361855, 366035, and 413243
Funding Request Numbers: 980359, 994429, 1135124

Dear Secretary Dortch:

This firm represents the Morrow County School District (Oregon). On behalf of our client, we hereby appeal to the Federal Communications Commission ("FCC") the January 15, 2009 Commitment Adjustment Decisions of the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company ("USAC"). We also reserve our client's rights to request a waiver of relevant policy, rules and/or deadlines.

As reflected in the three (3) attached USAC documents entitled *Notification of Commitment Adjustment Letter*, dated January 15, 2009, USAC rescinded in full its funding commitments to our client for the Funding Request Numbers ("FRNs") cited in those letters. See

No. of Copies rec'd 2+1
List ABCDE

AR0021

WINSTON & STRAWN LLP

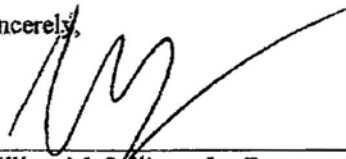
Secretary Dortch
February 11, 2009
Page 2

Ex. A (SLD's Decision re Application No. 361855); Ex. B (SLD's Decision re Application No. 366035); Ex. C (SLD's Decision re Application No. 413243).

As we were only recently engaged to represent our client on this new matter, we will supplement this appeal with a full discussion of the Morrow County School District's positions and supporting arguments as soon as possible.

Thank you for your attention to this matter. Should you have any questions, please contact Sarah M. Hall, Esq. at (202) 282-5862, or by email at smhall@winston.com.

Sincerely,



William M. Sullivan, Jr., Esq.
WINSTON & STRAWN LLP
1700 K Street, N.W.
Washington, D.C. 20006
Tel. (202) 282-5000
Fax (202) 282-5100
email: wsullivan@winston.com

Enclosures

EXHIBIT A



Schools & Libraries Division

Notification of Commitment Adjustment Letter

Funding Year 2003: 7/01/2003 - 6/30/2004

January 15, 2009

**TAMI SNEDDON
MORROW COUNTY SCHOOL DIST 1
270 W MAIN ST
LEXINGTON, OR 97839**

**Re: Form 471 Application Number: 361855
Funding Year: 2003
Applicant's Form Identifier: MCSD0304ISP
Billed Entity Number: 145127
FCC Registration Number: 0012534509
SPIN Name: Morrow Development Corp
Service Provider Contact Person: Eileen Hendricks**

Our routine review of Schools and Libraries Program funding commitments has revealed certain applications where funds were committed in violation of program rules.

In order to be sure that no funds are used in violation of program rules, the Universal Service Administrative Company (USAC) must now adjust your overall funding commitment. The purpose of this letter is to make the adjustments to your funding commitment required by program rules, and to give you an opportunity to appeal this decision. USAC has determined the applicant is responsible for all or some of the program rule violations. Therefore, the applicant is responsible to repay all or some of the funds disbursed in error (if any).

This is NOT a bill. If recovery of disbursed funds is required, the next step in the recovery process is for USAC to issue you a Demand Payment Letter. The balance of the debt will be due within 30 days of the Demand Payment Letter. Failure to pay the debt within 30 days from the date of the Demand Payment Letter could result in interest, late payment fees, administrative charges and implementation of the "Red Light Rule." Please see the "Informational Notice to All Universal Service Fund Contributors, Beneficiaries, and Service Providers" at <http://www.universalservice.org/fund-administration/tools/latest-news.aspx#083104> for more information regarding the consequences of not paying the debt in a timely manner.

TO APPEAL THIS DECISION:

If you wish to appeal the Commitment Adjustment Decision indicated in this letter, your appeal must be received or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify the date of the Notification of Commitment Adjustment Letter and the Funding Request Numbers you are appealing. Your letter of appeal must include the Billed Entity Name, the Form 471 Application Number, Billed Entity Number, and FCC Registration Number (FCC RN) from the top of your letter.
3. When explaining your appeal, copy the language or text from the Notification of Commitment Adjustment Letter that is the subject of your appeal to allow the SLD to more readily understand your appeal and respond appropriately. Please keep your letter specific and brief, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal electronically, please send your appeal to appeals@sl.universalservice.org using your organization's e-mail. If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Dept. 125 - Correspondence Unit, 100 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Appeals Area of the SLD section of the USAC web site or by contacting the Client Service Bureau at 1-888-203-8100. We strongly recommend that you use the electronic appeals options.

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On the pages following this letter, we have provided a Funding Commitment Adjustment Report (Report) for the Form 471 application cited above. The enclosed Report includes the Funding Request Number(s) from your application for which adjustments are necessary. Immediately preceding the Report, you will find a guide that defines each line of the Report.

The SLD is also sending this information to your service provider(s) for informational purposes. If USAC has determined the service provider is also responsible for any rule violation on these Funding Request Numbers, a separate letter will be sent to the service provider detailing the necessary service provider action.

Please note that if the Funds Disbursed to Date amount is less than the Adjusted Funding Commitment amount, USAC will continue to process properly filed invoices up to the Adjusted Funding Commitment amount. Please note the Funding Commitment Adjustment Explanation in the attached Report. It explains why the funding commitment is being reduced. Please ensure that any invoices that you or your service provider submit to USAC are consistent with program rules as indicated in the Funding Commitment Adjustment Explanation. If the Funds Disbursed to Date amount exceeds your Adjusted Funding Commitment amount, USAC will have to recover some or all of the disbursed funds. The Report explains the exact amount (if any) the applicant is responsible for repaying.

Schools and Libraries Division
Universal Services Administrative Company

cc: Eileen Hendricks
Morrow Development Corp

A GUIDE TO THE FUNDING COMMITMENT ADJUSTMENT REPORT

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SERVICES ORDERED: The type of service ordered from the service provider, as shown on Form 471.

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SERVICE PROVIDER NAME: The legal name of the service provider.

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BILLING ACCOUNT NUMBER: The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on your Form 471.

SITE IDENTIFIER: The Entity Number listed in Form 471, Block 5, Item 22a. This number will only be present for "site specific" FRNs.

ORIGINAL FUNDING COMMITMENT: This represents the original amount of funding that SLD had reserved to reimburse you for the approved discounts for this service for this funding year.

COMMITMENT ADJUSTMENT AMOUNT: This represents the amount of funding that SLD has rescinded because of program rule violations.

ADJUSTED FUNDING COMMITMENT: This represents the adjusted total amount of funding that SLD has reserved to reimburse for the approved discounts for this service for this funding year. If this amount exceeds the Funds Disbursed to Date, the SLD will continue to process properly filed invoices up to the new commitment amount.

FUNDS DISBURSED TO DATE: This represents the total funds that have been paid to the identified service provider for this FRN as of the date of this letter.

FUNDS TO BE RECOVERED FROM APPLICANT: This represents the amount of improperly disbursed funds to date as a result of rule violation(s) for which the applicant has been determined to be responsible. These improperly disbursed funds will have to be recovered from the applicant.

FUNDING COMMITMENT ADJUSTMENT EXPLANATION: This entry provides an explanation of the reason the adjustment was made.

**Funding Commitment Adjustment Report for
Form 471 Application Number: 361855**

Funding Request Number:	980359
Services Ordered:	INTERNET ACCESS
SPIN:	143023033
Service Provider Name:	Morrow Development Corp
Contract Number:	N/A
Billing Account Number:	541-989-8202
Site Identifier:	145127
Original Funding Commitment:	\$1,570,560.00
Commitment Adjustment Amount:	\$1,570,560.00
Adjusted Funding Commitment:	\$0.00
Funds Disbursed to Date:	\$1,570,560.00
Funds to be Recovered from Applicant:	\$1,570,560.00

Funding Commitment Adjustment Explanation:

After a thorough investigation, it has been determined that this funding commitment must be rescinded in full. During the course of a review it was determined that the school employee who was involved in determining the services sought by the applicant and the selection of the applicant's service providers is associated with a service provider that was selected. Nate Arbogast, the technology director of the school, is also an employee of the service provider selected to provide services for this FRN. FCC rules require applicants to submit a Form 470 to initiate the competitive bidding process, and to conduct a fair and open process. Neither the applicant nor the applicant's consultant should have a relationship with a service provider prior to the competitive bidding that would unfairly influence the outcome of a competition or would furnish the service provider with "inside" information or allow it to unfairly compete in any way. Since the applicant has engaged in an improper relationship with a selected service provider, which represents the conflict of interests and compromises the competitive bidding process, the commitment has been rescinded in full and USAC will seek recovery of any disbursed funds from the applicant and service provider.

**PLEASE SEND A COPY OF THIS PAGE WITH YOUR
CHECK TO ENSURE TIMELY PROCESSING**

EXHIBIT B



Schools & Libraries Division

Notification of Commitment Adjustment Letter
Funding Year 2003: 7/01/2003 - 6/30/2004

January 15, 2009

TAMI SNEDDON
MORROW COUNTY SCHOOL DIST 1
270 W MAIN ST
LEXINGTON, OR 97839

Re: Form 471 Application Number: 366035
Funding Year: 2003
Applicant's Form Identifier: MCSD0304ICN2
Billed Entity Number: 145127
FCC Registration Number: 0012534509
SPIN Name: Morrow Development Corp
Service Provider Contact Person: Eileen Hendricks

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In order to be sure that no funds are used in violation of program rules, the Universal Service Administrative Company (USAC) must now adjust your overall funding commitment. The purpose of this letter is to make the adjustments to your funding commitment required by program rules, and to give you an opportunity to appeal this decision. USAC has determined the applicant is responsible for all or some of the program rule violations. Therefore, the applicant is responsible to repay all or some of the funds disbursed in error (if any).

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TO APPEAL THIS DECISION:

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1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
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Schools and Libraries Division
Universal Services Administrative Company

cc: Bileen Hendricks
Morrow Development Corp

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FUNDING COMMITMENT ADJUSTMENT EXPLANATION: This entry provides an explanation of the reason the adjustment was made.

**Funding Commitment Adjustment Report for
Form 471 Application Number: 366035**

Funding Request Number:	994429
Services Ordered:	INTERNAL CONNECTIONS
SPIN:	143023033
Service Provider Name:	Morrow Development Corp
Contract Number:	N/A
Billing Account Number:	541-989-8202
Site Identifier:	145127
Original Funding Commitment:	\$6,277.50
Commitment Adjustment Amount:	\$6,277.50
Adjusted Funding Commitment:	\$0.00
Funds Disbursed to Date:	\$6,277.50
Funds to be Recovered from Applicant:	\$6,277.50

Funding Commitment Adjustment Explanation:

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CHECK TO ENSURE TIMELY PROCESSING**

EDIE ALLSTOTT
MORROW COUNTY SCHOOL DIST 1
2001 SW NYE AVE.
PENDLETON, OR 97801

EXHIBIT C



Schools & Libraries Division

Notification of Commitment Adjustment Letter

Funding Year 2004: 7/01/2004 - 6/30/2005

January 15, 2009

**Tami Sneddon
MORROW COUNTY SCHOOL DIST 1
270 W MAIN ST
LEXINGTON, OR 97839**

**Re: Form 471 Application Number: 413243
Funding Year: 2004
Applicant's Form Identifier: MCSD0405TEL
Billed Entity Number: 145127
FCC Registration Number: 0012534509
SPIN Name: Morrow Development Corp
Service Provider Contact Person: Eileen Hendricks**

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Schools and Libraries Division
Universal Services Administrative Company

cc: Eileen Hendricks
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FUNDING COMMITMENT ADJUSTMENT EXPLANATION: This entry provides an explanation of the reason the adjustment was made.

**Funding Commitment Adjustment Report for
Form 471 Application Number: 413243**

Funding Request Number:	1135124
Services Ordered:	TELCOMM SERVICES
SPIN:	143023033
Service Provider Name:	Morrow Development Corp
Contract Number:	MTM
Billing Account Number:	541-989-8202
Site Identifier:	145127
Original Funding Commitment:	\$758,160.00
Commitment Adjustment Amount:	\$758,160.00
Adjusted Funding Commitment:	\$0.00
Funds Disbursed to Date:	\$758,160.00
Funds to be Recovered from Applicant:	\$758,160.00

Funding Commitment Adjustment Explanation:

After a thorough investigation, it has been determined that this funding commitment must be rescinded in full. During the course of a review it was determined that the school employee who was involved in determining the services sought by the applicant and the selection of the applicant's service providers is associated with a service provider that was selected. Nate Arbogast, the technology director of the school, is also an employee of the service provider selected to provide services for this FRN. PCC rules require applicants to submit a Form 470 to initiate the competitive bidding process, and to conduct a fair and open process. Neither the applicant nor the applicant's consultant should have a relationship with a service provider prior to the competitive bidding that would unfairly influence the outcome of a competition or would furnish the service provider with "inside" information or allow it to unfairly compete in any way. Since the applicant has engaged in an improper relationship with a selected service provider, which represents the conflict of interests and compromises the competitive bidding process, the commitment has been rescinded in full and USAC will seek recovery of any disbursed funds from the applicant and service provider.

**PLEASE SEND A COPY OF THIS PAGE WITH YOUR
CHECK TO ENSURE TIMELY PROCESSING**

**1996 EMPLOYMENT CONTRACT BETWEEN
NATE ARBOGAST AND MORROW COUNTY SCHOOL DISTRICT**

Morrow County School District

CHARLES D. STARR
Superintendent

P. O. Box 368
LEXINGTON, OREGON 97839

Telephone: (541) 989-8202
Fax: (541) 989-8470

SHIRLEY LANDAUER
Business Manager/Deputy Clerk

JULIE ASHBECK
Administrative Secretary

COMPUTER TECHNICIAN/SOFTWARE SPECIALIST

Conditions of Contract:

It is hereby agreed between the District School Board District No. 1, Morrow County, State of Oregon, and the undersigned computer technician that:

1. The computer technician shall perform assigned duties in the schools of the school district for the period indicated below.
2. As a condition precedent to any obligation of the school district to pay for or accept the services of the technician, the technician shall make the required reports and possess the qualifications required by law.
3. For such services, lawfully and properly performed, the school district shall pay the computer technician, pursuant to the school district's payment plan, at the time specified herein, the amount that may be due according to this contract.
4. This contract is subject to the laws of the State of Oregon, the duly adopted rules of the School District, and the State Board of Education.
5. This contract is also subject to the limitations imposed by the provisions of the local budget law.
6. Resignations after July 1 shall be considered a breach of contract.
7. The Board reserves the right to bring action for a resignation after that date.
8. Payment of the salary stated in this contract and the obligation of the school district thereunder is subject to the availability of funds.

Name of Employee Nate Arbogast SSN 543-86-1537

Address 1904 H Avenue, Suite I-5 City, State, Zip LaGrande, OR 97850

Contract period 225 days Employment to begin 7/1/96

Salary \$40,000 ~~DUES~~ 6% PERS contribution paid by the District

Insurance BC/BS health, plus dental, vision for family

Sick Leave 12 personal + 3 family Holidays 11 paid holidays (contract attached)

Travel auto furnished as needed Tuition Reimbursement n/a

Type of Certificate Held (if applicable) _____

Date of Issue _____ Expiration Date _____

Vacation 12 days per year for employees working 5 years or less (18 days over 6 years)

Morrow County schools, in partnership with families and communities, provide each student the opportunity to develop values, knowledge, skills and self-confidence to become life-long learners and responsible citizens.

AR0041a

Computer Technician
Contract
Page 2

This contract is for one year and subject to annual renewal by the Board each January.

This contract shall be executed in duplicate, the original to be filed with the school district Clerk, the duplicate to be retained by the employee.

Nate Aubogost
Signature

Date 6/7/96

Charles D. Starr
Superintendent Signature

Date 7/10/96

Employment authorized at the school board meeting of June 10, 1996.

Scott Bauska

Scott Bauska, Chairman of the Board

Date ~~6~~ 7/8/96

**DISTRICT PURCHASING GUIDELINES
MORROW COUNTY SCHOOL DISTRICT**

Morrow County School District

Code: **DJ**
Adopted: 10/12/98;
Readopted: 5/12/03
Orig. Code(s): 6021; 6022

District Purchasing

The purchasing, receiving, storing and distribution of necessary supplies, equipment and services for use in the educational program and for the various auxiliary services represent a significant expenditure in the school budget. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity to the right place at the right time. District purchasing shall be subject to the following:

1. The function of the purchasing agent is to serve the educational and support program by providing the necessary supplies, equipment and services;
2. The acquisition of services, equipment and supplies is centralized in the district office, which functions under the supervision of the superintendent, designated by the Board as purchasing agent and through whose office all purchasing transactions must eventually proceed. The superintendent shall be responsible for developing and administering the purchasing program of the district;
3. Competitive bids or quotations shall be solicited in connection with all purchasing whenever possible. Contracts shall be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions;
4. The superintendent is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law and when budget appropriations are adequate to cover such obligations;
5. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. All purchases, lease or sale of personal property, public improvements or services other than agreements for personal service shall be based upon competitive bids or quotes on proposals except:
 - a. Contracts made with other public agencies or the federal government;
 - b. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals;
 - c. Contracts excepted by the Local Contract Review Board following approval of findings that such exemption will result in substantial cost savings and it is unlikely that the exemption will encourage favoritism or substantially diminish competition;
 - d. A contract for products, services or supplies if the value is less than \$5,000;
 - e. Insurance and service contracts as provided by law;
 - f. Contracts between public agencies utilizing an existing solicitation or current requirement contract of one of the public agencies that is a party to the contract as provided by law.
6. The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$75,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board shall approve all contracts that are

District Purchasing - DJ
1-3

collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services. All contracts which require public advertising and competitive bidding shall be awarded by the Board. Recommendations for the award of all such contracts shall be submitted to the Board by the superintendent;

7. Residence or place of business of local bidders may be a consideration only in cases where identical bids have been submitted;
8. Items commonly used in the various schools or units thereof shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy;
9. Petty cash funds shall be established annually for each school building and for the central administrative office, following procedures approved by the district's auditor. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security and accounting of petty cash funds shall be in accordance with the recommendation of the district auditors;
10. The purchasing procedures employed shall comply with all applicable law and regulations of the state;
11. Opportunity shall be provided to all responsible suppliers to do business with the district. To this end the superintendent shall develop and maintain lists of potential bidders for the various types of materials, equipment and supplies. Such bidder lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request;
12. A person shall not be automatically disqualified because of his/her position as Board member, officer or employee of this school district or family of such person, from entering into a contract with the Morrow County School District. Any such person who becomes or may become interested financially in any contract entered into by the Board is in an actual conflict of interest situation and is subject to the requirements of ORS 244.120 et seq.; such person shall announce publicly the nature of the conflict and shall refrain from participating in discussion, debate or vote, on the issue out of which the actual conflict arises, except as set forth in ORS 244.120. Such person shall be subject to all other policies relating to such contracts. No Board member, officer or employee of the school district or his/her family shall accept any gratuities, financial or otherwise, from any supplier of materials or services to the district;
13. Public contracts, if awarded, will be awarded to the lowest, responsive and responsible bidder or the best, responsive and responsible proposer consistent with solicitation document provisions. The Board may reject in whole or in part, any bid or proposal not in compliance with all prescribed procedures and requirements and may reject for good cause any bid or proposal upon a written finding that it is in the public interest to do so. Such findings shall conform with criteria as specified by the Oregon Attorney General's Model Contract Rules Manual;
14. Records of bids, proposals and specifications will be kept in the district administration office and will conform with Oregon Revised Statutes and applicable provisions of the Oregon Attorney General's Model Contract Rules Manual;

15. The Board adopts the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137, Division 030, Public Procurement Rules, Division 035, Architectural and Engineering Rules and Division 040, Public Improvement Contracts in effect at the time this policy is adopted. These rules govern purchasing procedures, advertisements, awarding of contracts, retainage, claims, liens, bid security, payment, performance bonds and other matters subject to competitive procurement provisions of law. The Board may modify such rules as deemed appropriate. New rules, as necessary, will be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required. The Board recognizes that a public contracting agency that has not established its own rules of procedure as required by ORS 279.049 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt;
16. The Board adopts as part of its rules, portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 030, 300-360 in effect at the time this policy is adopted, and, where necessary, has made the written findings required by law for exemptions from competitive bidding.

Such findings shall be maintained by the district and made available on request.
17. The district will follow its adopted budget as closely as possible in expenditure of funds. To this end, the Board shall require that it approve in advance:
 - a. All expenditures of funds identified as the Contingency Fund;
 - b. All transfers of funds from one fund to another as provided by Board policy DBK - Budget Transfer Authority.
18. School letterhead paper shall not be used in ordering supplies and equipment for personal use. The home address, and not the school name or address, should be listed as the delivery place for articles ordered for personal use;
19. By resolution dated May 17, 1993, the Board of Education was designated the Local Public Contract Review Board for Morrow County School District. A copy of the resolution shall be filed with the Morrow County Court.

END OF POLICY

Legal Reference(s):

ORS 244.040
ORS Chapter 279
ORS 294.311

ORS 328.441 - 328.470
ORS 332.075

OAR 125-065-0040

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Conflicts of Interest

District Purchasing - DJ
3-3

**LETTER FROM NATE ARBOGAST
TO MARY ANN MUNKERS
AUGUST 1, 2001**



360 Skyline Drive
Heppner, OR 97836
(541) 676-5424

Morrow County S
A

August 1, 2001

Morrow County School District
Attn. Mary Ann Munkers
270 W. Main
Lexington, OR 97839

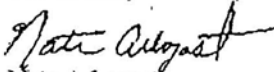
Mrs. Munkers:

This letter is to inform you that I will no longer be acting as either an employee or owner of ABS Computers. In all previous correspondence I have indicated that should Morrow County wish to contract for either products or services with ABS Computers they would need to do so directly with my partner, Chandra D. Arbogast. Due to my employee/contractor relationship with the school district and since I have neither quoted or contracted directly with Morrow County School District in the past, I trust that my absence from ABS computers will not be missed.

This letter will also serve as notice that ABS Computers is seeking termination of its contracts for Internet Service. This service will continue to be provided until such point as an acceptable alternate provider can be determined for Morrow County School District.

In the event that the school district desires to continue contracting for services with ABS Computers, I will continue to provide full disclosure as a public official of the School District to my immediate supervisor the potential conflict of interest and would request that any contracting decisions with this entity be made by another individual.

Thank You,


Nate Arbogast

Please address all further correspondence to:

ABS COMPUTERS
Attn. Chandra Arbogast
360 Skyline Drive
Heppner, OR 97836
(541) 676-5424

AR0045

**MYNT TECHNOLOGIES INVOICE TO
MORROW DEVELOPMENT CORPORATION
MAY 13, 2003**

Mynt Technologies

360 Skyline Drive
P.O. Box 482
Heppner, OR 97836

Invoice

Date	Invoice #
5/13/2003	03-01

Bill To
Morrow Development Corporation
Two Marine Drive
P.O. Box 200
Boardman, OR 97818

PAID

Description	Quantity	Rate	Amount
Clothing - MorrowNet	1	491.83	491.83
Clothing - MorrowNet	1	512.85	512.85
Clothing - MorrowNet	1	524.45	524.45
Conduit - T System for Vault Access - Ione Project	1	12.48	12.48
AGC Contract - CTUIR Project	1	29.00	29.00
Domain Account Change (NetZero to Verisign)	1	3.00	3.00
Domain Name Registration	1	75.00	75.00
Cisco LX GBIC - Kinzua Mill Project	2	114.75	229.50
Cisco LX GBIC - Oregon Trail Library Project	2	75.00	150.00
Cisco 3512 Switch (Used) - Oregon Trail Library Project	1	524.06	524.06
Cisco 3508 Switch (Used) - MDC POP Equipment	1	1,835.00	1,835.00
Cisco 3512 Switch (Used) - Inventory	1	519.20	519.20
Business Card Holder	1	15.99	15.99
Screwdriver Set	1	69.97	69.97
		Total	\$4,992.33

AR0046

**MYNT TECHNOLOGIES INVOICE TO
MORROW DEVELOPMENT CORPORATION
NOVEMBER 24, 2003**

Mynt Technologies

360 Skyline Drive
P.O. Box 482
Heppner, OR 97836

Invoice

Date	Invoice #
11/24/2003	03-12

Bill To

Morrow Development Corporation
Two Marine Drive
P.O. Box 200
Boardman, OR 97818



Description	Quantity	Rate	Amount
Cisco ZX GBIC (Used) - Lexington POP	2	760.00	1,520.00
Freight	1	22.00	22.00
Cielo LX GBIC (Used) - Extreme Networks - Inventory	2	50.00	100.00
Freight	1	10.00	10.00
Cisco 3512 Switch (Used) - Inventory	1	534.99	534.99
Finisar ZX GBIC (Used) - Inventory	1	483.99	483.99
Cisco LX GBIC (Used)	1	90.00	90.00
Freight		10.50	10.50
Tape Measures & Cable Ties	1	28.77	28.77
Nut Drivers & Winch	1	116.80	116.80
Notebooks	1	3.50	3.50
National Electric Safety Code (NESC) Handbook	2	75.00	150.00
Lineman & Cableman's Handbook	2	89.95	179.90
National Electric Code (NEC) 2002	2	59.50	119.00
GMP Pulling Grip - 1659-30	1	86.00	86.00
Pulling Clevis - CB55	2	13.28	26.56
Pulling Block Traveler - URZC	2	52.00	104.00
Isopropyl Alcohol	1	2.96	2.96
Splicing Table - 6 Ft.	1	39.97	39.97
Locate Marking Paint - LaGrande Project	1	4.09	4.09
Shipping & Handling on MCSD IMC Trunking Equipment	1	25.25	25.25
Total			\$3,658.28

AR0047

FCC FORM 470
NOVEMBER 14, 2002

FCC Form

Approval by OMB
3060-0806**470**

Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 4.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before beginning this application.

(To be completed by entity that will negotiate with providers.)

Block 1: Applicant Address and Identifications

Form 470 Application Number: 754240000430350

Applicant's Form Identifier: MCSD0304ISP

Application Status: CERTIFIED

Posting Date: 11/14/2002

Allowable Contract Date: 12/12/2002

Certification Received Date: 11/14/2002

1. Name of Applicant:

MORROW COUNTY SCHOOL DIST 1

2. Funding Year:

07/01/2003 - 06/30/2004

3. Your Entity Number

145127

4a. Applicant's Street Address, P.O.Box, or Route Number

270 W MAIN ST

City

LEXINGTON

State

OR

Zip Code

97839

b. Telephone number

ext.

(541) 989- 8202

2019

c. Fax number

(541) 989- 8470

d. E-mail Address

sneddott@morrow.k12.or.us

5. Type Of Applicant

- ☒ Individual School (individual public or non-public school)
- ☒ School District (LEA; public or non-public [e.g., diocesan] local district representing multiple schools)
- ☒ Library (including library system, library branch, or library consortium applying as a library)
- ☒ Consortium (intermediate service agencies, states, state networks, special consortia)

6a. Contact Person's Name: Tami Sneddon

First, fill in **every** item of the Contact Person's information below **that is different from Item 4, above**.
Then check the box next to the preferred mode of contact. (At least one box **MUST** be checked.)

6b. Street Address, P.O.Box, or Route Number

270 W MAIN ST

City

State

Zip Code

AR0048

LEXINGTON	OR	97839
6c. Telephone Number (541) 989- 8202		
6d. Fax Number (541) 989- 8470		
6e. E-mail Address sneddot@morrow.k12.or.us		

Block 2: Summary Description of Needs or Services Requested

7 This Form 470 describes (check all that apply):

a. ☒ Tariffed services - telecommunications services, purchased at regulated prices, for which the applicant has no signed, written contract. A new Form 470 must be filed for tariffed services for each funding year.

b. ☒ Month-to-month services for which the applicant has no signed, written contract. A new Form 470 must be filed for these services for each funding year.

c. ☒ Services for which a new written contract is sought for the funding year in Item 2.

d. ☒ A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous program year.

NOTE: Services that are covered by a signed, written contract executed pursuant to posting of a Form 470 in a previous program year OR a contract signed on/before 7/10/97 and reported on a Form 470 in a previous year as an existing contract do NOT require filing of a Form 470.

What kinds of service are you seeking: Telecommunications Services, Internet Access, or Internal Connections? Refer to the Eligible Services List at www.sl.universalservice.org for examples. Check the relevant category or categories (8, 9, and/or 10 below), and answer the questions in each category you select.

8 ☒ Telecommunications Services

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?

a ☒ **YES**, I have an RFP. It is available on the Web at or via (check one):
☒ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☐ **NO**, I do not have an RFP for these services.

If you answered NO, you must list below the Telecommunications Services you seek. Specify each **service or function** (e.g., local voice service) and quantity and/or capacity(e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Telecommunications Services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Add additional lines if needed.

Service or Function:	Quantity and/or Capacity:
Basic Telephone Service	PBX Trunking, DSS Service, Multiple lines
Long Distance	Multiple Trunks/Lines, desire additional
Cellular Services, Paging Service	5 existing phones/pagers, desire additional
High Capacity T1-Service	11 current circuits/connections, desire additional
DS3/T3, Gigabit	Connecting 12 Building
High Capacity Services, ISDN, DSL	Connecting 12 Building
ATM & Frame Relay Services	Connecting 12 Building
Wireless Services	Connecting 12 Building

9 ☒ Internet Access

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?a ☒ **YES**, I have an RFP. It is available on the Web at or via (check one):☒ the Contact Person in Item 6 or ☐ the contact listed in Item 11.b ☒ **NO**, I do not have an RFP for these services.

If you answered **NO**, you must list below the Internet Access Services you seek. Specify each **service or function** (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Internet Access services. Add additional lines if needed.

Service or Function:**Quantity and/or Capacity:**

Internet Services & Related Hardware

2400 Students in service area

10 ☒ Internal Connections**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?**a ☒ **YES**, I have an RFP. It is available on the Web at or via (check one):☒ the Contact Person in Item 6 or ☐ the contact listed in Item 11.b ☒ **NO**, I do not have an RFP for these services.

If you answered **NO**, you must list below the Internal Connections Services you seek. Specify each **service or function** (e.g., local area network) and quantity and/or capacity (e.g., connecting 10 rooms and 300 computers at 56kbps or better). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Internal Connections services. Add additional lines if needed.

Service or Function:**Quantity and/or Capacity:**

Wiring - Data, Telephone, AV Project, Fiber

Connecting 12 buildings and 650 Computers

Servers, MCU, PVPB, Racks

Connecting 12 buildings and 650 Computers

PBX's, Routers, Switches, Hubs, CSU, MUX

Connecting 12 buildings and 650 Computers

Internal Wireless LAN Equipment

Within 12 buildings, Connecting 650 Computers

Network Management - Maintenance Contract

Connecting 12 buildings and 650 Computers

Operating System & Email Software

Connecting 12 buildings and 650 Computers

Printer

PBX Report Printer

Onsite Technical Support

Maintenance, installation of Eligible Network Equipment

11 (Optional) Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the signer of this form.

Name:

Tami Sneddon

Title:

Technology Secretary

Telephone number

(541) 989 - 8202 extn: 2019

Fax number

(541) 989 - 8470

E-mail Address

sneddot@morrow.k12.or.us

12. ☒ Check here if there are any restrictions imposed by state or local laws or regulations on how or

when providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or provide Web address where they are posted and a contact name and telephone number for service providers without Internet access.

13. If you intend to enter into a multi-year contract based on this posting or a contract featuring an option for voluntary extensions you may provide that information below. If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, summarize below (including the likely timeframes).

Block 3: Technology Assessment

14. ☐ **Basic telephone service only:** If your application is for basic local and long distance telephone service (wireline or wireless) only, check this box and skip to Item 16.

15. Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.

a. Desktop software: Software required ☐ has been purchased; and/or ☐ is being sought.

b. Electrical systems: ☐ adequate electrical capacity is in place or has already been arranged; and/or ☐ upgrading for additional electrical capacity is being sought.

c. Computers: a sufficient quantity of computers ☐ has been purchased; and/or ☐ is being sought.

d. Computer hardware maintenance: adequate arrangements ☐ have been made; and/or ☐ are being sought.

e. Staff development: ☐ all staff have had an appropriate level of training /additional training has already been scheduled; and/or ☐ training is being sought.

f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

Block 4: Recipients of Service

16. Eligible Entities That Will Receive Services:

Check the ONE choice (a,b or c) that best describes this application and the eligible entities that will receive the services described in this application. You will then list in Item 17 the entity/entities that will pay the bills for these services.

a. ☐ **Individual school or single-site library.**

b. ☐ **Statewide application for (enter 2-letter state code) representing (check all that apply):**

☐ All public schools/districts in the state:

☐ All non-public schools in the state:

☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ **If checked, complete Item 18.**

c. ☒ School district, library system, or consortium application to serve multiple eligible entities:

Number of eligible sites	8
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
541	422, 481, 676, 922, 989
If your application includes INELIGIBLE entities, check here. <input type="checkbox"/> If checked, complete Item 18.	

17. Billed Entities

List the entity/entities that will be paying the bills directly to the provider for the services requested in this application. These are known as Billed Entities. At least one line of this item must be completed. Attach additional sheets if necessary.

Entity	Entity Number
IONE SCHOOL	114524
BOARDMAN ELEMENTARY SCHOOL	114490
RIVERSIDE HIGH SCHOOL	114489
MORROW COUNTY SCHOOL DIST 1	145127
COLUMBIA MIDDLE SCHOOL	114526
HOUGHTON ELEMENTARY SCHOOL	114525
HEPPNER HIGH SCHOOL	114511
HEPPNER ELEMENTARY SCHOOL	114512

18. Ineligible Participating Entities

Does your application also seek bids on services to entities that are not eligible for the Universal Service Program? If so, list those entities here (attach pages if needed):

Ineligible Participating Entity	Area Code	Prefix
---------------------------------	-----------	--------

Block 5: Certification and Signature**19. The applicant includes:(Check one or both)**

- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. Secs. 7801(18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☒ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to elementary and secondary schools, colleges and universities).

20. All of the individual schools, libraries, and library consortia receiving services under this application are covered by:

- a. ☒ individual technology plans for using the services requested in the application, and/or

- b. ☒ higher-level technology plans for using the services requested in the application, or
c. ☒ no technology plan needed; application requests basic local and/or long distance telephone service only.


21. Status of technology plans (if representing multiple entities with mixed technology plan status, check both a and b):

- a. ☒ technology plan(s) has/have been approved by a state or other authorized body.
b. ☒ technology plan(s) will be approved by a state or other authorized body.
c. ☒ no technology plan needed; application requests basic local and long distance telephone service only. .

22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.

23. ☒ I recognize that support under this support mechanism is conditional upon the school(s) or library(ies) I represent securing access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to use the services purchased effectively.

24. ☒ I certify that I am authorized to submit this request on behalf of the above-named entities, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

25. Signature of authorized person: 

26. Date (mm/dd/yyyy): 11/14/2002

27. Printed name of authorized person: Tami Sneddon

28. Title or position of authorized person: Technology Secretary

29a. Address of authorized person:

City: State: Zip:

29b. Telephone number of authorized person: (541) 989 - 8202 ext. 2019

29c. Fax number of authorized person: ()

29d. E-mail address number of authorized person:

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Service provider involvement with preparation or certification of a Form 470 can taint the competitive bidding process and result in the denial of funding requests. For more information, refer to the "Service Provider Role in Assisting Customers" at www.sl.universalservice.org/vendor/manual/chapter5.doc or call the Client Service Bureau at 1-888-203-8100.

NOTICE: Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement

contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of a FCC statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

Please submit this form to:

**SLD-Form 470
P.O. Box 7026
Lawrence, Kansas 66044-7026
1-888-203-8100**

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD-Form 470
c/o Ms. Smith
3833 Greenway Drive
Lawrence, Kansas 66046
1-888-203-8100**

FCC Form 470
May 2003

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FCC FORM 470
DECEMBER 9, 2002

FCC Form

Approval by OMB
3060-0806**470**

Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 4.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before beginning this application.

(To be completed by entity that will negotiate with providers.)

Block 1: Applicant Address and Identifications

Form 470 Application Number: 971520000440461
Applicant's Form Identifier: MCSD0304XISP
Application Status: CERTIFIED
Posting Date: 12/09/2002
Allowable Contract Date: 01/06/2003
Certification Received Date: 12/09/2002

1. Name of Applicant: MORROW COUNTY SCHOOL DIST 1		
2. Funding Year: 07/01/2003 - 06/30/2004		3. Your Entity Number 145127
4a. Applicant's Street Address, P.O.Box, or Route Number 270 W MAIN ST		
City LEXINGTON	State OR	Zip Code 97839
b. Telephone number (541) 989- 8202	ext. 2019	c. Fax number (541) 989- 8470
d. E-mail Address sneddott@morrow.k12.or.us		
5. Type Of Applicant		
<input checked="" type="checkbox"/> Individual School (individual public or non-public school) <input type="checkbox"/> School District (LEA;public or non-public[e.g., diocesan] local district representing multiple schools) <input type="checkbox"/> Library (including library system, library branch, or library consortium applying as a library) <input type="checkbox"/> Consortium (intermediate service agencies, states, state networks, special consortia)		
6a. Contact Person's Name: Tami Sneddon		
<i>First, fill in every item of the Contact Person's information below that is different from Item 4, above. Then check the box next to the preferred mode of contact. (At least one box MUST be checked.)</i>		
6b. Street Address, P.O.Box, or Route Number		
<input checked="" type="checkbox"/> 270 W MAIN ST		
City	State	Zip Code

AR0055

LEXINGTON	OR	97839
<input checked="" type="checkbox"/> 6c. Telephone Number (541) 989- 8202		
<input checked="" type="checkbox"/> 6d. Fax Number (541) 989- 8470		
<input checked="" type="checkbox"/> 6e. E-mail Address sneddot@morrow.k12.or.us		

Block 2: Summary Description of Needs or Services Requested

7 This Form 470 describes (check all that apply):

a. ☒ Tariffed services - telecommunications services, purchased at regulated prices, for which the applicant has no signed, written contract. A new Form 470 must be filed for tariffed services for each funding year.

b. ☒ Month-to-month services for which the applicant has no signed, written contract. A new Form 470 must be filed for these services for each funding year.

c. ☒ Services for which a new written contract is sought for the funding year in Item 2.

d. ☒ A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous program year.

NOTE: Services that are covered by a signed, written contract executed pursuant to posting of a Form 470 in a previous program year OR a contract signed on/before 7/10/97 and reported on a Form 470 in a previous year as an existing contract do NOT require filing of a Form 470.

What kinds of service are you seeking: Telecommunications Services, Internet Access, or Internal Connections? Refer to the Eligible Services List at www.sl.universalservice.org for examples. Check the relevant category or categories (8, 9, and/or 10 below), and answer the questions in each category you select.

8 ☒ Telecommunications Services

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?

a ☒ **YES**, I have an RFP. It is available on the Web at or via (check one):
☒ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☒ **NO**, I do not have an RFP for these services.

If you answered NO, you must list below the Telecommunications Services you seek. Specify each **service or function** (e.g., local voice service) and quantity and/or capacity(e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Telecommunications Services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Add additional lines if needed.

Service or Function:	Quantity and/or Capacity:
Basic Telephone Service	PBX Trunking, DSS Service, Multiple lines
Long Distance	Multiple Trunks/Lines, desire additional
Cellular Service, Paging Service	5 existing phones/pagers, desire additional
High Capacity T1-Service	11 current circuits/connections, desire additional
DS3/T3, Gigabit	Connecting 12 Buildings
High Capacity Services, ISDN, DSL	Connecting 12 Buildings
ATM & Frame Relay Services	Connecting 12 Buildings
Wireless Services	Connecting 12 Buildings

9 ☒ Internet Access

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?

a ☒ **YES**, I have an RFP. It is available on the Web at or via (check one):
☒ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☐ **NO**, I do not have an RFP for these services.

If you answered **NO**, you must list below the Internet Access Services you seek. Specify each **service or function** (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Internet Access services. Add additional lines if needed.

10 ☒ Internal Connections**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?**

a ☒ **YES**, I have an RFP. It is available on the Web at or via (check one):
☒ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☐ **NO**, I do not have an RFP for these services.

If you answered **NO**, you must list below the Internal Connections Services you seek. Specify each **service or function** (e.g., local area network) and quantity and/or capacity (e.g., connecting 10 rooms and 300 computers at 56kbps or better). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Internal Connections services. Add additional lines if needed.

Service or Function:	Quantity and/or Capacity:
Wiring - Data, Telephone, AV Project, Fiber	Connecting 12 buildings and 650 computers
Servers, MCU, PVPB, Racks	Connecting 12 buildings and 650 computers
PBX's, Routers, Switches, Hubs, CSU, MUX	Connecting 12 buildings and 650 computers
Internal Wireless LAN Equipment	Within 12 buildings, Connecting 650 computers
Network Management - Maintenance Contract	Connecting 12 buildings and 650 computers
Operating System & Email Software	Connecting 12 buildings and 650 computers
Printer	PBX Report Printer
Onsite Technical Support	Maintenance, installation of Eligible Network Equipment

11 (Optional) Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the signer of this form.

Name: **Tami Sneddon** Title: **Technology Secretary**

Telephone number
(541) 989 - 8202 extn: 2019

Fax number
(541) 989 - 8470

E-mail Address
sneddot@morrow.k12.or.us

12. ☐ Check here if there are any restrictions imposed by state or local laws or regulations on how or when providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or provide Web address where they are posted and a contact name and telephone number for service providers without Internet access.

13. If you intend to enter into a multi-year contract based on this posting or a contract featuring an option for voluntary extensions you may provide that information below. If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, summarize below (including the likely timeframes).

Block 3: Technology Assessment

14. ☐ **Basic telephone service only:** If your application is for basic local and long distance telephone service (wireline or wireless) only, check this box and skip to Item 16.

15. Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.

a. Desktop software: Software required ☐ has been purchased; and/or ☐ is being sought.

b. Electrical systems: ☐ adequate electrical capacity is in place or has already been arranged; and/or ☐ upgrading for additional electrical capacity is being sought.

c. Computers: a sufficient quantity of computers ☐ has been purchased; and/or ☐ is being sought.

d. Computer hardware maintenance: adequate arrangements ☐ have been made; and/or ☐ are being sought.

e. Staff development: ☐ all staff have had an appropriate level of training /additional training has already been scheduled; and/or ☐ training is being sought.

f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

Block 4: Recipients of Service

16. Eligible Entities That Will Receive Services:

Check the ONE choice (a,b or c) that best describes this application and the eligible entities that will receive the services described in this application. You will then list in Item 17 the entity/entities that will pay the bills for these services.

a. ☐ **Individual school or single-site library.**

b. ☐ **Statewide application for (enter 2-letter state code) representing (check all that apply):**

- ☐ All public schools/districts in the state:
- ☐ All non-public schools in the state:
- ☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ **If checked, complete Item 18.**

c. ☐ **School district, library system, or consortium application to serve multiple eligible entities:**

Number of eligible sites	8
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
541	422, 481, 676, 922, 989
If your application includes INELIGIBLE entities, check here. <input type="checkbox"/> If checked, complete Item 18.	

17. Billed Entities

List the entity/entities that will be paying the bills directly to the provider for the services requested in this application. These are known as Billed Entities. At least one line of this item must be completed. Attach additional sheets if necessary.

Entity	Entity Number
BOARDMAN ELEMENTARY SCHOOL	114490
IONE SCHOOL	114524
RIVERSIDE HIGH SCHOOL	114489
HEPPNER HIGH SCHOOL	114511
HOUGHTON ELEMENTARY SCHOOL	114525
COLUMBIA MIDDLE SCHOOL	114526
MORROW COUNTY SCHOOL DIST 1	145127
HEPPNER ELEMENTARY SCHOOL	114512

18. Ineligible Participating Entities

Does your application also seek bids on services to entities that are not eligible for the Universal Service Program? If so, list those entities here (attach pages if needed):

Ineligible Participating Entity	Area Code	Prefix
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Block 5: Certification and Signature**19. The applicant includes:(Check one or both)**

- a. ☐ schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. Secs. 7801(18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to elementary and secondary schools, colleges and universities).

20. All of the individual schools, libraries, and library consortia receiving services under this application are covered by:

- a. ☐ individual technology plans for using the services requested in the application, and/or
- b. ☐ higher-level technology plans for using the services requested in the application, or
- c. ☐ no technology plan needed; application requests basic local and/or long distance telephone service only.


21. Status of technology plans (if representing multiple entities with mixed technology plan status, check both a and b):

- a. ☒ technology plan(s) has/have been approved by a state or other authorized body.
b. ☒ technology plan(s) will be approved by a state or other authorized body.
c. ☒ no technology plan needed; application requests basic local and long distance telephone service only. .

22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.

23. ☒ I recognize that support under this support mechanism is conditional upon the school(s) or library(ies) I represent securing access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to use the services purchased effectively.

24. ☒ I certify that I am authorized to submit this request on behalf of the above-named entities, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

25. Signature of authorized person: 

26. Date (mm/dd/yyyy): 12/09/2002

27. Printed name of authorized person: Tami Sneddon

28. Title or position of authorized person: Technology Secretary

29a. Address of authorized person:

City: State: Zip:

29b. Telephone number of authorized person: (541) 989 - 8202 ext. 2019

29c. Fax number of authorized person: ()

29d. E-mail address number of authorized person:

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Service provider involvement with preparation or certification of a Form 470 can taint the competitive bidding process and result in the denial of funding requests. For more information, refer to the "Service Provider Role in Assisting Customers" at www.sl.universalservice.org/vendor/manual/chapter5.doc or call the Client Service Bureau at 1-888-203-8100.

NOTICE: Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of a FCC statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

Please submit this form to:

**SLD-Form 470
P.O. Box 7026
Lawrence, Kansas 66044-7026
1-888-203-8100**

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD-Form 470
c/o Ms. Smith
3833 Greenway Drive
Lawrence, Kansas 66046
1-888-203-8100**

FCC Form 470
May 2003

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FCC FORM 470
DECEMBER 9, 2003

FCC Form

Approval by OMB
3060-0806**470**

Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 4.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before beginning this application.

(To be completed by entity that will negotiate with providers.)

Block 1: Applicant Address and Identifications

Form 470 Application Number: 378760000479541
Applicant's Form Identifier: MC04051CN90
Application Status: CERTIFIED
Posting Date: 12/09/2003
Allowable Contract Date: 01/06/2004
Certification Received Date: 12/11/2003

1. Name of Applicant: MORROW COUNTY SCHOOL DIST 1		
2. Funding Year: 07/01/2004 - 06/30/2005		3. Your Entity Number 145127
4a. Applicant's Street Address, P.O.Box, or Route Number 270 W MAIN ST		
City LEXINGTON	State OR	Zip Code 97839
b. Telephone number (541) 989- 8202		c. Fax number (541) 989- 8470
d. E-mail Address		
5. Type Of Applicant		
<input type="checkbox"/> Individual School (individual public or non-public school) <input checked="" type="checkbox"/> School District (LEA;public or non-public[e.g., diocesan] local district representing multiple schools) <input type="checkbox"/> Library (including library system, library branch, or library consortium applying as a library) <input type="checkbox"/> Consortium (intermediate service agencies, states, state networks, special consortia)		
6a. Contact Person's Name: Tami Sneddon		
First, fill in every item of the Contact Person's information below that is different from Item 4, above. Then check the box next to the preferred mode of contact. (At least one box MUST be checked.)		
6b. Street Address, P.O.Box, or Route Number		
<input checked="" type="checkbox"/> 270 W MAIN ST City LEXINGTON		
State OR		Zip Code 97839

6c. Telephone Number (541) 989- 8202

6d. Fax Number (541) 989- 8470

6e. E-mail Address sneddot@morrow.k12.or.us

Block 2: Summary Description of Needs or Services Requested

7 This Form 470 describes (check all that apply):

- a.** ☒ Tariffed services - telecommunications services, purchased at regulated prices, for which the applicant has no signed, written contract. A new Form 470 must be filed for tariffed services for each funding year.
- b.** ☒ Month-to-month services for which the applicant has no signed, written contract. A new Form 470 must be filed for these services for each funding year.
- c.** ☐ Services for which a new written contract is sought for the funding year in Item 2.
- d.** ☒ A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous program year.

NOTE: Services that are covered by a signed, written contract executed pursuant to posting of a Form 470 in a previous program year OR a contract signed on/before 7/10/97 and reported on a Form 470 in a previous year as an existing contract do NOT require filing of a Form 470.

What kinds of service are you seeking: Telecommunications Services, Internet Access, or Internal Connections? Refer to the Eligible Services List at www.sl.universalservice.org for examples. Check the relevant category or categories (8, 9, and/or 10 below), and answer the questions in each category you select.

8 ☒ Telecommunications Services

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?

- a.** ☒ **YES**, I have an RFP. It is available on the Web at or via (check one):
- ☒ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

- b.** ☐ **NO**, I do not have an RFP for these services.

If you answered NO, you must list below the Telecommunications Services you seek. Specify each service or function (e.g., local voice service) and quantity and/or capacity(e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Telecommunications Services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Add additional lines if needed.

Service or Function:	Quantity and/or Capacity:
Basic telephone services	PBX trunking, DSS service, multiple lines
Long distance	Multiple trunks/lines, desire additional
Cellular services and paging services	5 existing phones/pagers, desire additional
High capacity T-1	11 current circuits/connections, desire additional
DS/T3, OC3, OC12, Gigabit, Dark Fiber	Connecting 13 buildings
High capacity services, ISDN, DSL	Connecting 13 buildings
ATM and frame relay services	Connecting 13 buildings
Wireless services	Connecting 13 buildings
Voice mail	Connecting 13 buildings

9 ☐ Internet Access

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?

a ☒ **YES**, I have an RFP. It is available on the Web at or via (check one):
☒ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☐ **NO**, I do not have an RFP for these services.

If you answered **NO**, you must list below the Internet Access Services you seek. Specify each **service or function** (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Internet Access services. Add additional lines if needed.

Service or Function:	Quantity and/or Capacity:
Internet services & related hardware	2250 students

10 ☒ Internal Connections

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?

a ☒ **YES**, I have an RFP. It is available on the Web at or via (check one):
☒ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☐ **NO**, I do not have an RFP for these services.

If you answered **NO**, you must list below the Internal Connections Services you seek. Specify each **service or function** (e.g., local area network) and quantity and/or capacity (e.g., connecting 10 rooms and 300 computers at 56kbps or better). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Internal Connections services. Add additional lines if needed.

Service or Function:	Quantity and/or Capacity:
Wiring - Data telephone, AV Project, fiber	Connecting 13 buildings and 660 computers
Servers, MCU, PVPB, racks	Connecting 13 buildings and 660 computers
PBX's, voice mail systems, routers, switches, hubs, CSU, MUX	Connecting 13 buildings and 660 computers
Internal wireless LAN equipment	Within 13 buildings, connecting 660 computers
Network management- maintenance contract	Connecting 13 buildings and 660 computers
Operating system and email software	Connecting 13 buildings and 660 computers
Printer	PBX report printer
Onsite technical support	Maintenance, installation of eligible networks

11 (Optional) Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the signer of this form.

Name: Tami Sneddon	Title: Technology Secretary
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Telephone number
(541) 989 - 8202 extn: 2019

Fax number
(541) 989 - 8470

E-mail Address
sneddott@morrow.k12.or.us

12. ☒ Check here if there are any restrictions imposed by state or local laws or regulations on how or when providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or provide Web address where they are posted and a contact name and

telephone number for service providers without Internet access.

All vendors must comply with all Oregon Model Public Contracting Rules.

13. If you intend to enter into a multi-year contract based on this posting or a contract featuring an option for voluntary extensions you may provide that information below. If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, summarize below (including the likely timeframes).

All future plans are outlined in the Morrow County School District Technology Plan. Contracts based on this posting may be awarded on an annual, multi-year, or renewable term basis.

Block 3: Technology Assessment

14. ☒ **Basic telephone service only:** If your application is for basic local and long distance telephone service (wireline or wireless) only, check this box and skip to Item 16.

15. Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.

a. Desktop software: Software required ☒ has been purchased; and/or ☒ is being sought.

b. Electrical systems: ☒ adequate electrical capacity is in place or has already been arranged; and/or ☒ upgrading for additional electrical capacity is being sought.

c. Computers: a sufficient quantity of computers ☒ has been purchased; and/or ☒ is being sought.

d. Computer hardware maintenance: adequate arrangements ☒ have been made; and/or ☒ are being sought.

e. Staff development: ☒ all staff have had an appropriate level of training /additional training has already been scheduled; and/or ☒ training is being sought.

f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

Block 4: Recipients of Service

16. Eligible Entities That Will Receive Services:

Check the ONE choice (a,b or c) that best describes this application and the eligible entities that will receive the services described in this application. You will then list in Item 17 the entity/entities that will pay the bills for these services.

a. ☒ **Individual school or single-site library.**

b. ☒ **Statewide application for (enter 2-letter state code) representing (check all that apply):**

- ☒ All public schools/districts in the state:
- ☒ All non-public schools in the state:
- ☒ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☒ **If checked, complete Item 18.**

c. ☒ School district, library system, or consortium application to serve multiple eligible entities:

Number of eligible sites	9
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
541	481, 676, 922, 989
If your application includes INELIGIBLE entities, check here. <input type="checkbox"/> If checked, complete Item 18.	

17. Billed Entities

List the entity/entities that will be paying the bills directly to the provider for the services requested in this application. These are known as Billed Entities. At least one line of this item must be completed. Attach additional sheets if necessary.

Entity	Entity Number
BOARDMAN ELEMENTARY SCHOOL	114490
WINDY RIVER ELEMENTARY SCHOOL	16020478
RIVERSIDE HIGH SCHOOL	114489
HEPPNER HIGH SCHOOL	114511
HOUGHTON ELEMENTARY SCHOOL	114525
COLUMBIA MIDDLE SCHOOL	114526
MORROW COUNTY SCHOOL DIST 1	145127
HEPPNER ELEMENTARY SCHOOL	114512
IRRIGON ELEMENTARY SCHOOL	16020479

18. Ineligible Participating Entities

Does your application also seek bids on services to entities that are not eligible for the Universal Service Program? If so, list those entities here (attach pages if needed):

Ineligible Participating Entity	Area Code	Prefix
---------------------------------	-----------	--------

Block 5: Certification and Signature**19. The applicant includes:(Check one or both)**

- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. Secs. 7801(18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☒ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to elementary and secondary schools, colleges and universities).

20. All of the individual schools, libraries, and library consortia

receiving services under this application are covered by:

- a. ☒ individual technology plans for using the services requested in the application, and/or
- b. ☒ higher-level technology plans for using the services requested in the application, or
- c. ☒ no technology plan needed; application requests basic local and/or long distance telephone service only.

21. Status of technology plans (if representing multiple entities with mixed technology plan status, check both a and b):

- a. ☒ technology plan(s) has/have been approved by a state or other authorized body.
- b. ☒ technology plan(s) will be approved by a state or other authorized body.
- c. ☒ no technology plan needed; application requests basic local and long distance telephone service only. .

22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.

23. ☒ I recognize that support under this support mechanism is conditional upon the school(s) or library(ies) I represent securing access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to use the services purchased effectively.

24. ☒ I certify that I am authorized to submit this request on behalf of the above-named entities, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

25. Signature of authorized person: ☒

26. Date (mm/dd/yyyy): 12/09/2003

27. Printed name of authorized person: RHONDA LORENZ

28. Title or position of authorized person: BUSINESS MANAGER

29a. Address of authorized person: PO Box 368

City: Lexington State: OR Zip: 97839

29b. Telephone number of authorized person: (541) 989 - 8202 ext. 2013

29c. Fax number of authorized person: (541) 9898470

29d. E-mail address number of authorized person: lorenzr@morrow.k12.or.us

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Service provider involvement with preparation or certification of a Form 470 can taint the competitive bidding process and result in the denial of funding requests. For more information, refer to the "Service Provider Role in Assisting Customers" at www.sl.universalservice.org/vendor/manual/chapter5.doc or call the Client Service Bureau at 1-888-203-8100.

NOTICE: Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and

seeking universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of a FCC statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

Please submit this form to:

**SLD-Form 470
P.O. Box 7026
Lawrence, Kansas 66044-7026
1-888-203-8100**

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD-Form 470
c/o Ms. Smith
3833 Greenway Drive
Lawrence, Kansas 66046
1-888-203-8100**

FCC Form 470
May 2003

[New Search](#)

[Return To Search Results](#)

**E-MAIL FROM TAMI SNEDDON, SCHOOL DISTRICT,
TO HEPPNER GAZETTE TIMES
NOVEMBER 27, 2002**

TO: Heppner Gazette Times
FROM: Tami Sneddon, Technology Secretary
DATE: November 27, 2002
RE: Public Notice

Bill to:
Purchase Order # P1589
Morrow County School District
PO Box 368
Lexington, OR 97839
541-989-8202, ext. 2019

Please publish once on December 4, 2002.

ANNOUNCEMENT OF CALL FOR BIDS:

Bids for High Capacity Internet Service for Morrow County School District will be received at the District Office, 270 West Main, PO Box 368, Lexington, Oregon 97839 until 11:00 a.m., January 7, 2003. At this time, all bids will be publicly read aloud. Bid documents may be obtained at the District Office in Lexington, OR, Monday through Friday from 8:00 a.m. until 4:30 p.m. Scope of work called for in this project shall include, but is not limited to all necessary crafts required by the nature of the specific project. For further information please call Tami Sneddon at 541-989-8202. Morrow County School District may reject any bids not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any and all bids upon a finding of the district that it is in the public interest to do so.

Jack H. Crippen, Ph.D.
Superintendent
Morrow County School District

**MORROW COUNTY SCHOOL DISTRICT
THREE PRICE BIDS
HIGH SPEED INTERNET ACCESS, INSTALLATION
(signed by T. Sneddon, Jan. 17, 2003; J. Crippen, Jan. 18, 2003)**

Morrow County School District

Three Price Bids

Item and Description:

Monthly OC 12 High Speed Internet Access and installation costs for 8 sites.

Specifications supplied by the District ☒ yes ☐ no

Supplier:

☒ (1) Morrow Development Corporation \$ 1,963,200.00
Address: PO Box 200, Boardman, OR 97818 Phone: 541-481-2679

Contact person: Gary Neal, Registered Officer

(2) Centurytel \$ _____ Note: Did not quote OC 12 Internet Access
because OC12 service unavailable.
Phone 888-665-4146

Contact person: Jon R. Farthing, Account Manager

(3) Qwest \$ _____ Note: Did not quote OC 12 Internet Access
because OC 12 service unavailable.
Address: 421 SW Oak Street, Portland, OR 97204

Contact person: Mark Kaczmarek, Account Manager

Comments: Only received one quote for OC 12 Internet Access. All other vendors did not have services available at the OC 12 level.

District representative securing quotations: Jenni Sneddon 1/17/2003
Name Date

Above Contract # C0304-01 awarded to Morrow Development Corporation.

Jack H. Crippen Ph.D. 1/28/03
Jack H. Crippen, Ph.D. Date
Superintendent

**LETTER FROM MCSD SUPT. JACK CRIPPEN
TO GARY NEAL, MORROW DEVELOPMENT
JANUARY 27, 2003**

Morrow County School District

JACK H. CRIPPEN, Ph.D.
Superintendent

P. O. Box 368
Lexington, OR 97839
Phone (541)989-8202
Fax (541)989-8470

JULIE ASHBECK
Administrative/Board Secretary

January 27, 2003

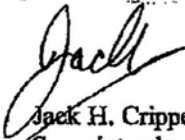
Gary Neal
Morrow Development Corporation
PO Box 200
Boardman, OR 97818

Dear Gary:

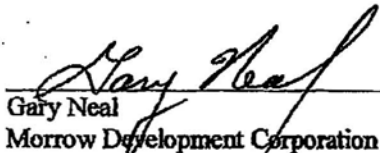
After reviewing your bid for the OC 12 High Speed Internet access and installation, we have accepted your bid in the amount of \$1,963,200.00. We are awarding you a contract based on your bid and contingent upon availability of funding.

We look forward to working with you.

Sincerely,



Jack H. Crippen Ph. D.
Superintendent



Gary Neal
Morrow Development Corporation

Date 1-28-03

**MORROW COUNTY SCHOOL DISTRICT
THREE PRICE QUOTATIONS
FIBER TRANSCEIVERS**
(signed by T. Sneddon, January 30, 2003; J. Crippen)

Morrow County School District
Three Price Quotations*

Item and Description: Fiber Transceivers

Quantity 3 - iMediaCenter/18x-AC 110 - Transceiver chassis

Quantity 4 - iMediaCenter/8-AC - Transceiver chassis

Quantity 10- iMcV-T1/E1/J1, TP Fiber - SM1310 Plus SC transceiver

Quantity 2 - iMcV-T1/E1/J1, TP Fiber - SM1310/LongSC transceiver

Quantity 3 - Redundant Power Supply

Quantity 4 - Rack mount ears

Specifications supplied by the District ☒ yes ☐ no

Supplier:

(1) IMC Networks \$ 6,975.00

Phone # (949) 465-3337 Michell Levitt, Sales Associate

(2) Computers 4 Sure \$ 8,992.90

Phone # www.computers4sure.com

(3) Morrow Development Corp. \$ 6975.00

Phone# 541-481-2679 Gary Neal

Comments: Award given to Morrow Development
for low quote and history with vendor

District representative securing quotations: Jami Dredem 1/30/03
Name Date

Above quote awarded to Morrow Development Corporation contingent upon availability of funding.

Jack H. Crippen, Ph.D.
Jack H. Crippen, Ph.D.
Superintendent

**USAC SELECTIVE REVIEW
INFORMATION REQUEST**

APRIL 21, 2003

**(FROM L. RANSEGNOLA, USAC, TO
T. SNEDDON, MORROW COUNTY SCHOOL DISTRICT)**

Original

Universal Service Administrative Company
Schools & Libraries Division

FAX TRANSMISSION COVER SHEET

To: Tami Sneddon
Fax: 1-541-989-8470
Subject: E-Rate 2003 Selective Review BEN 145127
From: Selective Review
Date: April 21, 2003
Time: 12:31:01 PM

YOU SHOULD RECEIVE 18 PAGE(S), INCLUDING THIS COVER SHEET. IF YOU DO NOT
RECEIVE ALL THE PAGES, PLEASE CALL THE CONTACT SPECIFIED BELOW.

Please see attached and call me or e-mail me to confirm receipt.

Thank you,
Laura Ranseghola
Selective Reviewer
Schools and Libraries Division
Ph-973-581-6742
Fax- 973-599-6515
e-mail: lranseg@sl.universalservice.org

Privilege and Confidentiality Notice

The information in this telecopy is intended for the named recipients only. It may contain information that is privileged, confidential or otherwise protected from disclosure. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this telecopied material is strictly prohibited. If you have received the telecopy in error, please notify us by telephone immediately and mail the original to us at the above address. Thank you.

AR0073



Universal Service Administrative Company
Schools & Libraries Division

E-RATE SELECTIVE REVIEW INFORMATION REQUEST			
FUNDING YEAR 2003			
CASE # SR-2003-145127			
To:	Tami Sneddon	From:	Laura Ransegnola
Your Phone Number:	541-989-8202	My Phone Number:	973-581-6742
Your Fax Number:	541-989-8470	My Fax Number:	(973) 599-6515
Entity Name:	Morrow County School Dist 1	My E-Mail Address:	lranseg@sl.universalservice.org
Today's Date:	4/21/03	Total Pages:	16
PLEASE RESPOND BY:	5/5/03		
Form 471 Application Number(s):	361855, 363239, 364747, 366035		
PLEASE CALL TO CONFIRM THAT THIS DOCUMENT HAS BEEN RECEIVED IN ITS ENTIRETY			

Time Sensitive – 14-Day Response Expected

It is important that we receive all of the information requested within 14 calendar days of the date of this document so that we may complete our review of your funding request(s).

Who can respond to this request for information

This document requests information that must be provided by the applicant, or by the applicant's authorized representative. If the applicant is responding to this document, it must return the enclosed certification (Fax Back Page 4) to the Schools and Libraries Division (SLD) along with the requested material. If the applicant's authorized representative is responding to this document, the authorized representative must sign and return (1) the enclosed certification to SLD along with the requested material AND (2) a letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf.

How to respond

Please send your responses to the questions outlined on the following pages to:

Via Fax:	Via Expedited Mail:	Via email:
Laura Ransegnola PIA Selective Review (973) 599-6515 (fax)	Laura Ransegnola SLD 80 S. Jefferson Road Whippany, NJ 07981	lranseg@sl.universalservice.org

Thank you for your assistance as we work to assure the integrity of the Schools and Libraries Universal Service Support Mechanism. It is important that we receive all of the information requested within 14 calendar days. A checklist of the items requested in this document is included on Fax Back Page 4.

If you have any questions with regard to this request or these worksheets, please contact the reviewer at the phone number or email address listed above.

Dear E-Rate Applicant:

In order to ensure that applicants are following certain FCC rules relating to certification statements and competitive bidding processes, you have been selected for a two-part review (Selective Review). We are seeking information about (1) your competitive bidding and vendor selection processes, and (2) information to support the certification you made on FCC Form 471, Item 25, that you have secured access to all of the necessary resources to make effective use of the requested products and services.

Both parts of the Selective Review take place on a system-wide basis (also called a "billed entity" level). We will be requesting, and looking at information for ALL Form(s) 471 filed for the 2003-2004 funding year (Funding Year 2003) that were filed by the entity listed on the cover page of this document. Please notify us if you have additional Form(s) 471 for Funding Year 2003 that we have not listed. The review will include those as well. It is important that you identify any additional applications that you have filed at this time for Funding Year 2003. Failure to do so may delay or jeopardize funding commitments and/or post-commitment disbursements. In addition, it may also result in future adjustments to any commitments that you may receive from us, or other action.

Part I: Information Regarding the Competitive Bidding Process and Vendor Selection

For each of the following items we have outlined the requested documentation you will need to supply. Please provide the information by funding request number (FRN) unless otherwise indicated. In the event that a document (e.g., contract, RFP, bid response, etc.) applies to multiple FRNs, simply indicate which FRNs the document supports on the first page of the document. If for any reason you do not have any of the documentation requested below, you MUST explain why.

1) Requests for Proposal (RFP)

- a) Copies of any and all requests for proposals (RFPs), invitation to bid, request for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s).
- b) You do not need to provide copies of FCC Form(s) 470 that were posted to the SLD website.
- c) If RFPs, etc., are not provided, please explain why you have not provided them.

2) Bid Responses

- a) Complete copies of any and all proposals, bid responses, etc., received in response to the Form 470, and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests, for all requests including tariff, month-to-month and contracted services.

3) Vendor Selection Process

- a) How many bids were received for each FRN?
- b) Complete documentation indicating how and why you selected your service provider(s). This documentation should include:

- i) a description of your evaluation process,
 - ii) the factors you used to determine the winning bid, and
 - iii) attendance sheets for any meetings regarding the Form 470 and/or RFP or other solicitation vehicles.
- c) If more than one factor was used in the evaluation process to determine the winning bid(s) please indicate how those factors were weighted in the evaluation process.
- 4) Contracts and/or other agreements**
- a) Signed and dated copies of any and all agreements related to each of the Form 471 funding request(s), including any and all contracts, agreements, Statements of Work, etc., and any and all agreements between the applicant and the service provider related in any way to the applicant's funding request and/or provision of E-rate related services.
 - b) If contracts, etc., are not provided, please explain why you have not provided them.
 - c) If the price on the contract is different from the pre-discount price on your Form(s) 471, please explain the difference and account for the difference. (For example, if the dollar amount on the contract is higher than the dollar amount on your Form(s) 471, indicate which services have been removed, if that is the case. If the dollar amount on the contract is lower than the dollar amount on your Form(s) 471, explain why.)
- 5) Consulting Agreements**
- a) Please provide a complete copy of any consulting agreement(s) relating to the planning, implementation, and support of your E-rate funding request(s).
- 6) Correspondence**
- a) Please provide a copy of all correspondence between your service providers and consultants and the school regarding the competitive bidding process and the application process.

If there is any other documentation that would be helpful to us in our review to ensure that you complied with the Commission's rules requiring a fair and open competitive bidding process, please provide that as well.

Part II: Information Regarding Your Item 25 Certification

Overview

To ensure that E-Rate funds are allocated appropriately, and in accordance with FCC Orders, each applicant is required to certify in Item 25 of the Form(s) 471 that: "The school(s) or library(ies) I represent have secured access to all the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services." The Item 25 Certification review also looks at the applicant's ability to pay for its share of E-rate funding. In the course of the Item 25 Certification review we will ask for:

- documentation of your ability to pay for your share of E-Rate discounts and estimates of non-E-Rate eligible resources that you might use to meet this certification.
- your estimates of hardware, software, professional development, retrofitting, and maintenance investments that might not be E-Rate eligible, but are necessary to make

effective use of the E-Rate discounts you have requested.

- a copy of your technology plan.
- an estimate of the technology level of all schools or libraries within your organization following E-Rate.

If you identified additional application(s) not listed on the cover page of this document, you will also need to make an adjustment to the amounts we listed in the *Item 25 Worksheet Summary* Sections I-A and I-B. Please make the adjustment on the worksheet, initial it, and explain the adjustment when you return that worksheet.

Instructions for Completing the Item 25 Worksheet Summary: Fax Back Page 1

The *Item 25 Worksheet Summary: Fax Back Page 1* can be found on page 13 of this document. These instructions go with pages 12, 13, and 14 of this document. They are meant to help you complete and return those pages, and the necessary documentation noted below.

Special note to Consortium applicants: You have an option to provide us with the information requested below for the overall Consortium, or on a disaggregated basis with information pertaining to each individual entity listed on the Form(s) 471 Block 4 Worksheet C.

We understand that some consortia applicants do not collect the information requested in Sections I-VI below on a consortium basis. Therefore, you have the option of providing us with the requested information on a disaggregated basis. To do so, please make one copy of the *Item 25 Worksheet Summary: Fax Back Page 1* for each Block 4, Worksheet C entity (usually a school or library district). Be sure to complete the section at the very bottom of that page that identifies the entity. Note that in order to use this disaggregate method, you will also need to take the dollars that we have entered in to Section I-B and apportion them appropriately to each Block 4, Worksheet C entity.

Please also note that the FCC held in *Central Minnesota Computing Center (DA 01-776)* that consortium applicants must be able to provide information supporting the Item 25 certification for all of the members of their consortium, even if the resources are not under the direct control, or the responsibility, of the consortium leader.

Please contact the Selective Review team if you need further assistance in responding to this request on a disaggregated basis.

Section I: Connectivity

Subsection I-A. Commitment Amount Requested

We have looked at the Form(s) 471 that you filed for Funding Year 2003. We added up the commitment amounts that you requested on those Form(s) 471, by service category (the amount(s) from Form(s) 471, Block 5, Item 23k). We placed those sums next to the respective service category(ies) in Section IA, lines 1, 2, and 3 on the *Item 25 Worksheet Summary: Fax Back Page 1*. Please verify that these are the correct sums of the funding request amounts.

If your Funding Year 2003 Form(s) 471 contain duplication to account for Funding Year 2002 funding uncertainties (see Web notice "Filing Option for Applicants with Pending Funding Year 2002 Applications (1/21/03)" at www.sl.universalservice.org) and you do not see that duplication accounted for (i.e., the duplication removed) in the numbers in Sections I-A and I-B, please note that and explain in your response.

As noted above, this part of the review is based on your ability to pay the non-discounted portion of the funding that you requested on your Form(s) 471. Therefore, unless and until certain FRNs are determined to be non-fundable (e.g., the funding cap prevents funding certain requests), we are asking to see that you have budgeted for all the requests that you listed on all Funding Year 2003 Form(s) 471 that you filed for your entity.

Also note that if you have identified Form(s) 471, in addition to those listed on the cover page of this document, and those additional Form(s) 471 mean that the amounts we placed in Subsections I-A and I-B are too low, please make the adjustment on the worksheet, initial it, and explain the adjustment when you return that worksheet.

Subsection I-B. Form 471 Applicant's Share

In Section I-B of the *Item 25 Worksheet* you are being asked to document the funds you have available to pay for the discounted charges on eligible services. These are funds for paying your share of telecommunications services, Internet access, or internal connections costs after the discount has been applied. The FCC intentionally requires applicants to pay for a portion of their services in order to encourage cost-effective practices. For further information on your obligation to pay this amount, please see "Obligation to Pay Non-Discount Portion" in the Reference Section of the SLD website at www.sl.universalservice.org. Remember that the funds to pay for your share of the E-rate cannot come directly or indirectly from your service provider.

We added up the "applicant share" of the amounts that you requested on Funding Year 2003 Form(s) 471, by service category. [The difference between Form(s) 471 Block 5, Item 23i (the total program year pre-discount dollar amount) and Form(s) 471 Block 5, Item 23k (the funding commitment request)]. The applicant share is also known as the "non-discounted amount," that is, the amount that FCC rules require the applicant to pay. We placed those sums next to the respective service category(ies) in Section I-B line numbers 5, 6, and 7 on the *Item 25 Worksheet Summary: Fax Back Page 1*. Please verify that these are the correct sums of your share of the charges.

For Section I-B of the worksheet, please include the relevant pages of your operating or facilities budget to document that you are able to pay for your share of the purchased services. This should include not only the budget line items that you will be referencing, but also a high level summary of your overall operating budget. To allow us to conduct our review, please be sure ALL of the following are included on the budget that you fax and/or send to us:

- The name of the entity to which the budget applies (is it for a school? For a district? For one library outlet? For a library district? For a municipality?)
- The time frame that the budget covers, including a starting date and ending date (e.g., July 1, 2003-June 30, 2004)
- Place an arrow next to each fund/budget line, on BOTH the revenue and expense side of

your budget, showing where you have allocated the necessary dollars for your share of E-rate. Please write the specific amount that will come from each fund/budget line. For example, if budget line A0002 contains \$200,000 and \$100,000 will be used to pay your share of E-rate, then please draw an arrow to it and write "E-rate, \$100,000."

Please explain any discrepancies between the Form 471 Applicant Share (Section I-B of the *Item 25 Worksheet Summary: Fax Back Page 1*) and the dollars you identified on the budget that you provide. Failure to do so could delay or jeopardize the processing of your funding.

Also in this section, please provide an explanation of how any budget deficits, state-funding cuts, fund-raising effort shortfalls or other uncertainties will be addressed. Particularly we are looking for assurances that such cuts or shortcomings will NOT result in cutting the financial resources that are budgeted for your applicant share. If they will, we seek assurances, which we may later verify, that an FCC Form 500 would be filed to reduce the funding requests accordingly.

Note: If you provide a final approved budget, we may verify that budget with independent sources.

Draft Budgets

If a final, approved budget is not available or is still in the approval process, we will accept certain alternative documentation as delineated below, provided a letter signed by a school or library official (e.g., superintendent, board president, chief business officer) **accompanies** the document(s).

The letter should explain (1) what phase of the approval process you are in, (2) whether your share of funding is contingent on any outside action (e.g., voter approval, board approval, state legislation, etc.) and (3) whether in the absence of such outside approval, you anticipate being able to meet your share. Also, make sure that the documentation you submit with the letter includes the same information as we requested above for a final operating budget. Please make sure that the letter identifies the specific amount that you will have available to pay your share. For example, if you have \$100,000 allocated in your budget, make sure that is noted in the letter.

In addition to the letter, we require one of the following items:

- A draft budget. Place an arrow next to each fund/budget line, on BOTH the revenue and expense side, showing where you have allocated the necessary dollars for your share of E-rate. Please write the specific amount that will come from each fund/budget line. For example, if budget line A0002 contains \$200,000 and \$100,000 will be used to pay your share of E-rate, then please draw an arrow to it and write "E-rate, \$100,000."
- A resolution of a governing Board authorizing the filing of the Form(s) 471 for a given dollar amount, for given services and/or products, and within a given timeframe. For us to consider such a resolution sufficient evidence that your entity has provided for payment of your share of E-rate, the resolution should specify the funding year, the fiscal year, or the school year during which the payment is authorized.
- A signed commitment letter to the applicant from the donor (e.g. school or library foundation), if donations (or other dollars from any contributor) are a source of funding. The letter **MUST** specify (1) the level and commitment of funds or other resources; (2) the timing of the delivery of such resources, along with a dispositive indication that the resources are for E-rate supported products/services or for items needed to effectively use the discounted services. (The indication as to the use of the resources might come from

the donor or be reflected in a Board resolution committing donations to E-rate related purposes.) While your service provider may assist you in locating bona-fide grants, the grants or outside funding organizations must be independent of the service provider.

Subsection I-C. Amounts not covered by E-rate

In Section I-C of the *Item 25 Worksheet* you are asked to indicate the total amount of money that you will pay during Funding Year 2003 for E-Rate eligible products/services for which you are NOT requesting E-Rate funding.

- Separate the services/products into their respective service categories (telecommunications, Internet access and internal connections) and total the results of each category.
- Enter these amounts in the *Item 25 Worksheet Summary*, Section I-C in the respective service category (Numbers 9, 10, 11).
- Sum items I-C, 9 through 11 and enter this amount in #12.

Sections II through VI: Hardware, Professional Development, Software, Retrofitting and Maintenance

For Sections II through VI of the worksheet, you will be asked for investment amounts in these areas for the prior Funding Year 2002 (2002-2003) and also for the investment that coincides with Funding Year 2003 (2003-2004). It is not initially necessary to document your estimates. However, in the event of a future audit, or depending on the results of our analysis, you may be asked to provide additional documentation to clarify or substantiate your estimates.

For Sections II through VI (Hardware, Software, Professional Development, Retrofitting, and Maintenance), Securing access to necessary resources for non-eligible products and services does not mean that all resources to support the purchased services must be paid for out of current year funds. Therefore, if you can demonstrate that the computers are in place, the training has occurred, or the electrical system has been upgraded as a result of investments in previous years, then those resources are available to support the purchased services. You may attach a page to the worksheet, or cross-reference the technology plan you have provided, to document that these resources are available. You may also estimate the value of donations and in-kind contributions on the worksheet, and include these values in the subtotals for each section. These can be listed on the line marked "Contributions/In Kind" for each section.

If you have submitted your E-Rate request on behalf of a school system, a library system, or a consortium, your response on these worksheets should represent the total of all of the resources available in all of the eligible entities covered by your request. For example, you would include your estimate of all of the networked computers in your school district or library system buildings that will be covered by your funding request. If, as an applicant, you have submitted multiple Form(s) 471, a single worksheet should be used to summarize the total requests for all of your Form(s) 471, and the total resources that are available to support those requests. The exception to using a single worksheet is if you are a Consortium applicant and you decide to use the disaggregate method for demonstrating compliance with your Item 25 Certification. (See the description in the box on page 4.)

Section II: Hardware

Hardware includes computers, printers, fax machines, video equipment, scanners, CD-ROM drives, servers, etc., that are used to support and improve education or library service.

To use telecommunications access effectively for improved education or library service you should have computers that can take advantage of the resources available on the Internet. Legacy equipment (PCs below 486 or Macs below 040 processors) that cannot take full advantage of the Internet should not be included in the hardware available to support purchased services unless they can support text-based browsing (such as Macs with 020 processors or 386 PCs with appropriate software).

- In Section II-A, number 13a, please enter the number of computers connected to the Internet as of today. Also in number 13b, enter the number of computers scheduled to be connected as of June 30, 2004.
- In Section II-B, please estimate your total expenditures for hardware during Funding Year 2002 and Funding Year 2003. Enter these numbers in Section II-B, Numbers 14a and 14b.
- Estimate the value of in-kind hardware donations received during the last Funding Year 2002 and Funding Year 2003. Enter these numbers in Section II-C, numbers 15a and 15b.
- Add 14a and 15a. Enter the sum in 16a.
- Add 14b and 15b. Enter the sum in 16b.

If you have made a significant investment in technology prior to Funding Year 2002, please summarize the resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not yet been approved, please note that as well.

Section III: Professional Development

Professional Development, which is not eligible for E-rate discounts, is necessary to ensure that you are prepared to make effective use of purchased services. Professional development should provide for ongoing and sustained training for not just the technical staff, but teachers or librarians as well.

Your budget should provide for professional development that goes beyond the acquisition of generic computer skills to include mastery of technology applications specifically designed to improve teaching, learning or library service. Training that is limited to the acquisition of basic computer skills is not sufficient. Training should be coordinated with the availability of appropriate technology in the school, classroom, or library.

The following are possible professional development costs that might have been incurred by your organization: seminars and conferences; faculty hired to conduct in-service or on-site training; technology related courses attended by your staff and paid for by your organization; books and other instructional materials; and full time professional development staff. Peer

tutoring and peer monitoring is another method for delivering training, and you may include this in your estimate of Professional Development Contributions and in-kind donations. However, for these purposes, please do not include any non-technology course costs.

- Estimate the percent of your instructional or library service staff that have been trained to use technology to improve education or library services and list the results in Section III-A Staff Training Hours (the combined total should equal 100%). Please note that here we are looking for the CURRENT percentages of teacher or librarian training.
- Then estimate the value of your professional development expenditures for Funding Year 2002. Place that amount next to number 18a.
- Estimate the value of your professional development expenditures for Funding Year 2003. Place that amount next to number 18b.
- Estimate any in-kind or pro-bono professional development for Funding Year 2002. Place this amount next to number 19a.
- Estimate any in-kind or pro-bono professional development expected for Funding Year 2003. Place this amount next to number 19b.
- Add 18a and 19a. Place the sum in 20a.
- Add 18b and 19b. Place the sum in 20b.

If you have made a significant investment in professional development prior to Funding Year 2002 please summarize these resources in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Section IV: Software

Some software (such as productivity tools, curriculum software, library content, etc.) is not eligible for discounts, but is necessary to make effective use of the purchased services. (Software to operate a network server is eligible and would be included in Connectivity above.)

- Estimate the value of your software expenditures for Funding Year 2002. Place that amount in 21a.
- Estimate the value of your anticipated software expenditures for Funding Year 2003. Enter this amount in 21b.
- Estimate any in-kind contributions of software products during Funding Year 2002. Enter this amount in 22a.
- Estimate any anticipated in-kind contributions of software for Funding Year 2003. Enter this amount in 22b.
- Add 21a and 22a. Place the sum in 23a.
- Add 21b and 22b. Place the sum in 23b.

If you have made a significant investment in software prior to Funding Year 2002, please summarize these resources that are already in place in the section titled, *Resource Plan: Fax*

Back Page 2. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Section V: Retrofitting

Retrofitting that may be necessary to make effective use of purchased services is not eligible for E-rate discounts, but it is necessary to make effective use of the purchased services. Retrofitting includes electrical wiring, asbestos removal, building modifications, renovations and repairs necessary to use the requested E-rate products and services. Retrofitting is not the costs that you incurred to upgrade your computer wiring or network hardware.

- Please estimate your retrofitting investment during Funding Year 2002. Place this value in 24a.
- Estimate your retrofitting expenses anticipated during Funding Year 2003. Place this value in 24b.
- Estimate any in-kind or pro-bono work in the area of retrofitting received during Funding Year 2002. Place this value in 25a.
- Estimate expected in-kind or pro-bono work in the area of retrofitting that you anticipate receiving during Funding Year 2003. Place this number in 25b.
- Add 24a and 25a. Place the sum in 26a.
- Add 24b and 25b. Place the sum in 26b.

If you have made a significant investment in retrofitting prior to Funding Year 2002, please summarize these resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2.* Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Section VI: Maintenance

Systems maintenance and operations costs for ineligible hardware and software, and salaries of staff are ineligible for E-rate discounts. Nevertheless, they are necessary to make effective use of the purchased services (maintenance costs for E-rate eligible equipment and services, that do not include applicant staff salaries, should be included in Connectivity above).

- Please estimate your expenditures for systems maintenance and operations in Funding Year 2002. Place this value in 27a.
- Estimate your expenditures anticipated for Funding Year 2003 for systems maintenance and operations. Place this value in 27b.
- Estimate any pro-bono maintenance or the value of donated time on maintenance for Funding Year 2002. Place this value in 28a.
- Estimate any pro-bono maintenance or the value of donated time on maintenance anticipated for Funding Year 2003. Place this value in 28b.

- Add 27a and 28a. Place the sum in 29a.
- Add 27b and 28b. Place the sum in 29b

If you have made a significant investment in maintenance and operations prior to Funding Year 2002, please summarize these resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Technology Plan

Please include a copy of your technology plan in your response. Your technology plan helps us better understand the resources that are available to support the funding requests that you have submitted on your Form(s) 471.